



The City of Niagara Falls  
 Transportation Services  
 Parking Division  
 7150 Montrose Rd, Unit #1, Niagara Falls, ON L2H 3N3

PERMIT #  
**RCP**

**RESIDENT CONVENIENCE PARKING PASS APPLICATION**

Applicant: \_\_\_\_\_  
 First Name Last Name

Home Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Number Street

Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current/most recent Resident's Convenience Pass (if applicable) \_\_\_\_\_  
 Permit Number Expiration Date

License plate # 1: \_\_\_\_\_ License plate # 2: \_\_\_\_\_

**Please read this information before submitting your application for a Resident Convenience Pass.**

- All information provided is strictly confidential. Proof of residency (Driver's licence) and a **copy of vehicle ownership is required at the time of application.** (no documents are retained) All documents must contain your name and correct address. If neither shows your correct address, you must present either a formal lease agreement, utility bill or purchase & sale agreement showing the address prior to the pass being issued.
- Only allows for 2 plates per pass, 2 passes per household limit. All other parking restrictions apply, and the vehicle must be parked according to all municipal by-laws.
- PASSES ARE VALID FOR UP TO TWO CONSECUTIVE HOURS IN, A THE SAME ZONE SAME SPACE , PER DAY. ONLY VALID AT A ON-STREET PAY PARKING SPACE (MACHINES/METERS). THIS PASS IS NOT VALID IN MUNICIPAL PARKING LOTS.** Not valid in existing time limit areas to exceed posted times or add to posted times.
- PASS MUST BE DISPLAYED CLEARLY IN VEHICLE.** ANY VEHICLE WITHOUT A PASS DISPLAYED IS SUBJECT TO A FINE.
- PLEASE REMEMBER THAT IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH THE RULES AND REGULATIONS TO AVOID UNNECESSARY FINES.
- Convenience Passes are available at \$35.00 + taxes, per calendar year (not pro-rated). Expiring December 29<sup>th</sup> of each year.
- Allow up to one 3 for processing, depending on the number of requests. Full payment is due/required upon application approval.
- Please direct inquiries to Transportation Services at (905) 356-7521, ext. 4700 or by e-mail at [tpservices@niagarafalls.ca](mailto:tpservices@niagarafalls.ca)

*Staff Use Only* Received Date: \_\_\_\_\_

Proof of Residency:  Yes  No Proof of Vehicle Ownership:  Yes  No

Cash  Cheque  DC Acct# : \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Approved (Y/N): \_\_\_\_\_

Permit Picked up by: \_\_\_\_\_ Signature: \_\_\_\_\_

**Transportation Services Division  
Resident Convenience Parking Pass Rules**

1. The resident's convenience pass is **valid at any on street pay area (meters/machines) in Niagara Falls, for up to two (2) hours.**
2. The resident convenience pass may be used **up to two consecutive hours in a single zone, per day**, in the same parking space. If you re-park during or after the two hours, then a violation will be issued. **In limited parking zones the permit holder MUST COMPLY with all conditions of the zone. This permit DOES NOT allow the permit holder to park longer than the maximum duration of a limited parking zone.**
3. The areas are outlined on the map illustrated on the back of this sheet (Downtown, Fallsview Ave., Clifton Hill, Centre St./Victoria Ave., Main St. /Ferry St. and Hospital).
4. **PASSES ARE NOT VALID IN MUNICIPAL OR PRIVATE PARKING LOTS.**
5. **PASSES ARE NOT VALID IN NIAGARA PARKS COMMISSION PROPERTIES.**
6. All existing parking violations must be paid prior to the issuance of a pass.
7. Up to four (4) license plate numbers can be registered per pass at a max of 2 passes. \$35 + taxes each, can be purchased per household/same address. Convenience passes will not be issued to vehicles registered to a business. They are for the convenience of private residents. Resident convenience passes are non-transferrable. The City reserves the right to cancel the pass at any time without prior notice.
8. The convenience pass **MUST be displayed at the time of parking** and is only valid if clearly visible.
9. Convenience passes will be monitored by Parking Control Staff to ensure that time limits are not exceeded. If time limits are exceeded or a pass is not displayed, parking violations will be issued.
10. A new replacement meter pass may be issued if the existing pass is damaged. The existing pass must be handed in to receive a new replacement pass free of charge. Replacement of lost passes will be subject to a ten-dollar (\$10.00) administration fee.
11. Vehicles must park in accordance with all municipal by-laws.
12. Refunds of the convenience pass may be issued upon return of the pass. A ten dollar (\$10.00) administration fee will apply.
13. Administration fees (currently \$35.00) will apply for NSF cheques.
14. **THE CITY OF NIAGARA FALLS ASSUMES NO RESPONSIBILITY WHATSOEVER FOR THE LOSS OR DAMAGE TO THE CAR OR THE CONTENTS HOWEVER CAUSED. THIS PASS DOES NOT GUARANTEE A PARKING SPACE.**